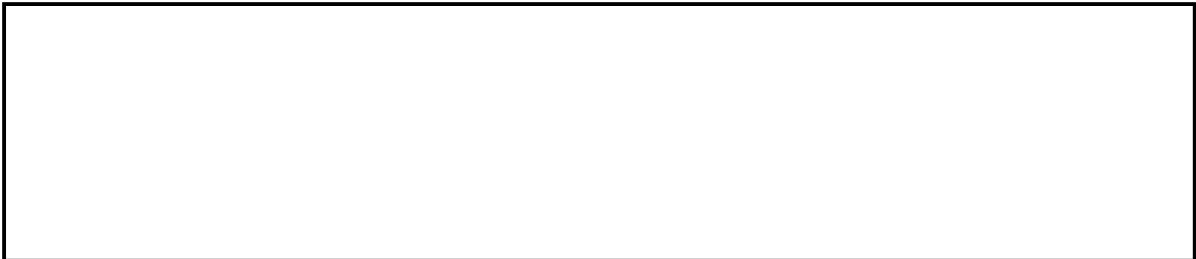


Mr. J. Smith Henley
Director
Office of Administrative Procedure
Department of Justice
Washington 25, D. C.

Dear Mr. Henley:

FOIAB5

I have been asked to respond to your letter of February 4
to Mr. Dulles concerning administrative procedures.



Such relations as we have with the general public are for
the collection of information, and we have no rule-making function
of any sort. It appears extremely unlikely that under our charter
we shall ever be assigned any function of that nature. Consequently,
to date we have not been concerned with administrative procedures
and we, therefore, have no rules of practice or procedure, either
published or within the Agency. The sole exception is, of course,
the handling of personnel cases under Executive Order 10450, for
which our regulations are coordinated with and approved by the
Department of Justice.

Should we at any time acquire any function which involves
rule making or administrative practices in any form, we would
welcome the advice and assistance of your office.

OGC Has Reviewed

Very truly yours,

MORI/CDF Page 1

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OGC:LRH:jeb

cc: Asst to DCI [redacted]

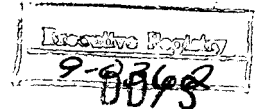
Asst to DD/S [redacted]

Lawrence R. Houston
General Counsel

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✓ General Counsel w/basic Chron

subject O & H-6



UNITED STATES DEPARTMENT OF JUSTICE
OFFICE OF LEGAL COUNSEL

57-0395

Office of Administrative Procedure

Washington, D. C.

February 4, 1957

Mr. Allen W. Dulles
Director
Central Intelligence Agency
2430 E Street, N. W.
Washington, D. C.

Dear Mr. Dulles:

As you know, there has been for several years a growing public concern with improving the administrative process. More recently, both the Second Hoover Commission and the President's Conference on Administrative Procedure have recommended the establishment of an office whose work would be devoted substantially to assisting administrative agencies in simplifying, clarifying, and making uniform rules of procedure to the end that administration of justice may be more expeditious and less burdensome to both government and its citizens.

Last December, the Attorney General announced the establishment of an Office of Administrative Procedure which is now functioning.

In order that this office may be enabled to render more valuable service to your agency we feel it essential that we have a means of ready access to your problems, to your requirements, and to your experience. We anticipate that only by close association with well informed and enthusiastic agency representatives can we achieve maximum benefit in this work. Of course, communications with any agency member will be welcome but, in addition to sporadic contacts with busy agency members who are concerned with myriad problems, we would appreciate having available channels for regular and frequent consultation. It is, therefore, requested that your agency designate some highly responsible official to maintain liaison with this office.

In addition, early receipt of the information sought to be elicited by the questions which follow will be appreciated.

1. To what extent, if any, have the recommendations of the President's Conference on Administrative Procedure been helpful to your agency? (Report of the Conference on Administrative Procedure, p. 13 et seq.)

2. Does any official or staff committee within your agency carry on continuous study of the adequacy of your procedural rules?

3. Does the Code of Federal Regulations currently contain a complete text of your general rules of practice and procedure which are now in effect? If not, will you furnish this office with an up-to-date copy of such rules?

4. Will you identify and either describe or furnish copies of any proposed procedural rules which are presently the subject of public rule-making proceedings in your agency?

5. What statistical reports do you regularly publish which might have some value or significance in determining need for procedural changes in the processes of your agency, or which might by comparison assist other agencies in evaluating their procedures?

6. Mindful of the fact that the powers of this office are advisory only and that its purpose is to work toward procedural improvement through the cooperative efforts of Federal agencies and their respective bars, will you now and in the future submit any suggestions you may have as to specific procedural problems which you would like to explore with this office?

Should you care to discuss any of the subject matter of this letter or any aspect of the work of the Office of Administrative Procedure, I shall be happy to speak to you by telephone or to visit with you at a convenient date.

Sincerely yours,



J. Smith Henley
Director

Office of Administrative Procedure

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

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(PMGC)

Mr. Allen W. Dulles
Director
Central Intelligence Agency
2430 E Street, N. W.
Washington, D. C.

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